

REPORT OF SURVEY OF THE
OFFICE OF THE DEPUTY DIRECTOR (SUPPORT)

Table of Contents

	<u>Page No.</u>
I. PURPOSE, SCOPE AND SUMMARY.....	1
II. RECOMMENDATIONS.....	7
III. DISCUSSION.....	14
A. Deputy Director (Support).....	14
1. History.....	14
2. The Office of the DD/S.....	15
3. The Command Position of the DD/S.....	16
4. The Support Role of the DD/S.....	20
5. Functioning of the DD/S Area.....	23
B. The Special Support Assistant, DD/S.....	27
C. Project Administrative Planning Staff.....	33
D. Management Staff.....	38
1. General.....	38
2. Organization and Methods Staff.....	43
3. Records Management Staff.....	52
4. Regulations Control Staff.....	59
5. Business Machines Services Staff.....	66
6. Incentive Awards Staff.....	69
E. General Counsel.....	78
1. General.....	78
2. Providing Legal Advice and Assistance to the Head of the Organization.....	79
3. Providing Informal Legal Advice and Guidance to all Elements of the Organization.....	83
4. Performing Specifically Delegated Legal Review and Approval Functions.....	89
5. Coordinating Liaison on all Legal Affairs, Especially in the Development and Submission of Legislation to the Congress.....	92